

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTIONS FOR CLINICAL SUPERVISOR APPLICATION

“Clinical supervisor-in-training” means an individual who holds a clinical supervisor-in-training certificate granted by the department.

“Intermediate clinical supervisor” means an individual who holds an intermediate clinical supervisor certificate granted by the department.

“Independent clinical supervisor” means an individual who holds an independent clinical supervisor certificate granted by the department.

“Clinical supervision” means a specific and definitive process of oversight of a counselor’s professional development in the didactic, experiential and application of the transdisciplinary foundations, and practice dimensions including core functions. Supervision takes place in intermittent face-to-face contact between a clinical supervisor and treatment staff provided on or off the site of a service to ensure that each patient has an individualized treatment plan and is receiving quality care. Methods for supervision may include, but are not limited to, auditing of patient files, case review and discussion of active cases, direct observation of treatment, video or audio review and observation of the counselor’s professional interaction with patients and staff. The goals of “clinical supervision” are to provide the opportunity to develop competency in the transdisciplinary foundations, practice dimensions and core functions, provide a context for professional growth and development and ensure a continuance of quality patient care. A primary purpose of “clinical supervision” is to ensure skill development evidence in quality patient care.

CREDENTIALING AND EDUCATION REQUIREMENT:

Clinical Supervisor-in-Training must hold a current certification as a Clinical Substance Abuse Counselor.

OR

Be a professional counselor, marriage and family therapist or social worker holding a credential under ch. 457, Stats., at the master’s level or higher with the specialty authorization of s. MPSW 1.09.

Intermediate Clinical Supervisor must hold a current certification as a clinical substance abuse counselor.

OR

Be a professional counselor, marriage and family therapist or social worker holding a credential under ch. 457, Stats., at the master’s level or higher with the specialty authorization of s. MPSW 1.09.

AND SUBMIT

Verification of 30 hours of classroom training in clinical supervision. This shall include a minimum of 6 hours of training in each of the following domains:

- Assessment or evaluation.
- Counselor development.
- Management or administration.
- Professional responsibility.

Educational equivalencies – intermediate clinical supervisor. Successful completion of education resulting in a degree in a behavioral science field with an addiction emphasis or concentration from an accredited program shall be used to satisfy, in part, the experience requirement. The possession of the following degrees shall be exchanged for experience at the following rate:

- (1) An associate degree will equal 500 hours of supervised experience.
- (2) A bachelor degree will equal 1,000 hours of supervised experience.
- (3) A master or doctoral degree will equal 2,000 hours of supervised experience.

Wisconsin Department of Safety and Professional Services

Independent Clinical Supervisor must hold a current certification as a clinical substance abuse counselor.

OR

Be a professional counselor, marriage and family therapist or social worker holding a credential under ch. 457, Stats., at the master's level or higher with the specialty authorization of s. MPSW 1.09.

AND SUBMIT

Verification of 30 hours of classroom training in clinical supervision. This shall include a minimum of 6 hours of training in each of the following domains:

- Assessment or evaluation.
- Counselor development.
- Management or administration.
- Professional responsibility.

RL 161.04 Educational equivalencies – independent clinical supervisor. Successful completion of education resulting in a degree approved by the department in a field with an addiction emphasis or concentration from a clinical program approved by the department in a field that may be used to satisfy, in part, the experience requirement. The possession of the following degrees shall be exchanged for experience at the following rate.

- (1) An associate degree will equal 1,000 hours of supervised experience.
- (2) A bachelor degree will equal 2,000 hours of supervised experience.
- (3) A master or doctoral degree will equal 4,000 hours of supervised experience.

SUPERVISED EXPERIENCE REQUIREMENT:

Clinical Supervisor-in-Training

Verification of completion of 2,000 hours of patient counseling experience performing the 8 practice dimensions as a clinical substance abuse counselor, supervised as described on Form #2777, within 5 years immediately preceding the date of application. The 2,000 hours shall include 200 hours in direct, face-to-face substance abuse patient counseling. **Experience in excess of 40 hours per week or 2,000 hours per year will not be accepted.**

Intermediate Clinical Supervisor

- Verification of one year clinical supervisory experience as the supervisor of counselors certified under RL 161 (must hold supervisory credential to gain experience, for example, a CSIT) or under Wisconsin law s. MPSW 1.09. Beginning December 15, 2009, the applicant's supervisory experience shall be supervised by an intermediate clinical supervisor, an independent clinical supervisor, a physician, or a psychologist who practices as a substance abuse clinical supervisor within the scope of his or her license. The applicant's supervisory experience shall include the provision of 200 contact hours of face-to-face clinical supervision.
- Verification of completion of 2,000 hours of patient counseling experience performing the 8 practice dimensions as a clinical substance abuse counselor, supervised as described on Form #2777, within 5 years immediately preceding the date of application. The 2,000 hours shall include 200 hours in direct, face-to-face substance abuse patient counseling. **Experience in excess of 40 hours per week or 2,000 hours per year will not be accepted.** The hours referred to in this section shall include 200 hours in direct, face-to-face substance abuse patient counseling.

Independent Clinical Supervisor

- Verification of 10,000 hours of counseling experience within a period of no less than 5 years. This experience shall include at least completion of 2,000 hours of patient counseling experience performing the 8 practice dimensions as a clinical substance abuse counselor, supervised as described on Form #2777, within 5 years immediately preceding the date of application. The 2,000 hours shall include 200 hours in direct, face-to-face substance abuse patient counseling. **Experience in excess of 40 hours per week or 2,000 hours per year will not be accepted.**
- Verification of 2 years clinical supervisory experience as the supervisor of counselors certified under this chapter (must hold supervisory credential to gain experience, for example, a CSIT). Beginning December 15, 2009, the applicant's supervisory experience shall be supervised by an intermediate clinical supervisor, an independent clinical supervisor, a physician, or a psychologist who practices as a substance abuse clinical supervisor within the scope of his or her license. The applicant's 2 years experience shall include the provision of 200 contact hours of face-to-face clinical supervision.

Wisconsin Department of Safety and Professional Services

THE FOLLOWING ITEMS ARE REQUIRED UNLESS OTHERWISE NOTED:

Clinical Supervisor-in-Training

- A. Fee(s) attached to this application (Form #2744)
- B. Letters from all State Boards where licensed (includes active and inactive licenses) (if applies)
- C. Wisconsin Statutes and Rules Examination
- D. Social Security Form (Page 6 of 6 Form #2744)
- E. Employment Verification (Form #2779)
- F. Affidavit regarding Supervised Counseling Experience Form (Form #2777)
- G. Convictions & Pending Charges (Form #2252) (if applies)

Intermediate Clinical Supervisor

- A. Fee(s) attached to this application (Form #2744)
- B. Letters from all State Boards where licensed (includes active and inactive licenses) (if applies)
- C. Wisconsin Statutes and Rules Examination
- D. Social Security Form (Page 6 of 6 Form #2744)
- E. International Certification and Reciprocity Consortium (ICRC) clinical supervision examination taken through DSPS, WCB or other certification agency
- F. Affidavit regarding Supervised Counseling Experience Form (Form #2777)
- G. Affidavit regarding Supervisory Experience Form (Form #2778)
- H. Education & Training Form (Form #2776)
- I. Convictions & Pending Charges (Form #2252) (if applies)

Independent Clinical Supervisor

- A. Fee(s) attached to this application (Form #2744)
- B. Letters from all State Boards where licensed (includes active and inactive licenses) (if applies)
- C. Wisconsin Statutes and Rules Examination
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- H. Education & Training Form (Form #2776)
- I. Convictions & Pending Charges (Form #2252) (if applies)

RECIPROCAL APPLICANTS:

Independent Clinical Supervisor license may be granted reciprocity if an applicant holds a credential from a state whose requirements are substantially equivalent to the current Wisconsin requirements.

Applicants will be required to take the Wisconsin statutes and rules exam.

If your credential was obtained without having taken a national exam or its equivalent, you may not be eligible for licensure by reciprocity in Wisconsin.

NATIONAL ICRC CLINICAL SUPERVISION EXAMINATION:

1. Required of all eligible applicants. Applicants must apply for the credential and completed all education requirements. If you have already taken the ICRC examination with a passing score, that score will be accepted if sent directly from ICRC or transferred from WCB. Contact ICRC , c/o PCB, 298 S. Progress Avenue, Harrisburg, PA 17109.
2. Eligibility will be determined upon receipt of a completed application, appropriate fee, and other requirements.

STUDY GUIDES:

Candidates may purchase a study guide by contacting Ready To Test.com at <http://readytotest.com>.

SCORES:

Wisconsin requires a scaled score of 500 or above to pass the examination.

Wisconsin Department of Safety and Professional Services

WISCONSIN STATUTES AND RULES EXAMINATION:

All applicants are required to pass an open book examination on the Wisconsin Statutes and Rules relating to the practice as a substance abuse counselor. **If you have passed this examination within the last 5 years you do not need to retake this examination.**

An applicant must first apply for a credential and pay the fee – an ID and password will be provided at that time.

The Wis. Stats. and administrative rules can be obtained from the department internet site at <http://dsps.wi.gov>. You will need the most current edition. This contains information needed to answer the exam questions. This is available online or through Document Sales. Before you choose to use the online version while taking the exam, try the practice test to make sure you can easily navigate between the exam and the code book.

Exam Instructions

MAIL APPLICATION AND REQUIRED DOCUMENTS TO:

SUBSTANCE ABUSE
WISCONSIN DEPARTMENT OF SAFETY AND
PROFESSIONAL SERVICES
P.O. BOX 8935
MADISON, WI 53708-8935

EXPRESS DELIVERY:

SUBSTANCE ABUSE
DEPARTMENT OF SAFETY AND
PROFESSIONAL SERVICES
1400 E. WASHINGTON AVE.
MADISON, WI 53703

To view the status of your application go to the department website at <http://dsps.wi.gov> under “Application Status.”